



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 5310.1
N01CP2
JUN 23 2003

NETCSTAFFINST 5310.1

From: Commander, Naval Education and Training Command
To: Headquarters Staff, Naval Education and Training Command

Subj: NETC HEADQUARTERS STAFF TOTAL FORCE (TF) MANPOWER
MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 1000.16J
(b) SECNAVINST 12510.9
(c) CNETSTAFFINST 12290.1N

Encl: (1) Request For Additional Human Resources

1. Purpose. To issue Naval Education and Training Command (NETC) headquarters staff policy and establish procedures aligned with references (a) and (b) for a TF Manpower Management Program, including responsibilities for effective position management. The realignment of manpower responsibility for the active and reserve military, civilian, and contractor work-years into a TF Management Organization reporting to N01HR supports the Chief of Naval Operations' interest in TF Management and recognizes that the individual and collective talents, skills, and capabilities of active and reserve military, civil service workforce, and contractor support are needed to accomplish the mission, function, and tasks assigned to the NETC headquarters staff.

2. Cancellation. CNETSTAFFINST 5310.1F.

3. Definition. A TF Manpower Management Program is the methodical process that defines and establishes a staffing structure to support accomplishment of the command's mission, function, and tasks based on validated workload requirements while considering available funding, personnel inventories, and other resources. This process will review the active and reserve military, civilian workforce, and contractor support mix to identify the optimum structure for the NETC headquarters in meeting its assigned goals and objective.

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4. Policy. To develop a more integrated strategy for workforce planning, the NETC headquarters staff shall comply with provisions of this instruction in the achievement of a TF position structure to accomplish the NETC headquarters mission. All managerial and supervisory personnel assigned to the NETC headquarters staff shall comply with the guidance contained in this instruction.

5. Responsibilities

a. TF Manpower Utilization (TFMU) Board

(1) The membership of the NETC TFMU Board consists of: Voting Members - Chief of Staff (N01A), Comptroller (N00C), and Director, TF Manpower Division (N01HR). Non-voting members include Director, Civilian Personnel Programs (N00V), the TF Manpower Position Officer (N01CP2), and a Recorder (N01CPS). Recommendations of the TFMU Board will be reviewed by the Vice Commander (N01) for final approval.

(2) The NETC TFMU Board reviews all human resource requirements for the NETC headquarters staff and approves allocations of military end-strength (E/S), civilian full-time equivalent (FTE)/headquarters ceilings and funding for contractor support/work-year to meet current and future mission, function, and tasks. This includes:

(a) Review of all changes in organizational structure of the headquarters staff to ensure sound management practices are being used and the structure is the best business process to meet mission, function, and tasks. The Board forwards recommendations on proposed changes in structure to N00 for approval or disapproval.

(b) Prioritization of NETC staff officer billet vacancies to PERS-4 on a periodic basis.

(c) Approval of NETC headquarters staff Selected Reservist (SELRES), Active Duty Special Work (ADSW), and One Year Recall (OYR) reserve requests.

(d) Approval of new NETC headquarters staff civilian position requests, with consideration of available management headquarters ceiling, FTE, E/S, and budget.

(e) Approval of realignment of military E/S for headquarters staff.

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(f) Approval of all requests for new contractor support to meet NETC headquarters staff mission requirements.

(g) Approval to fill individual existing positions and/or extension of contractor support, in the event the Commander, NETC deems existing circumstances require the Board to exercise a close review of staffing actions, e.g., if budgetary restrictions are severely impacting funding.

(h) Review of requests for reconsideration of earlier TFMU Board decisions. Such requests must be routed through the Board (via N01CP) for submission to the Board Chairman. Reconsideration requests are only appropriate if information not presented at the initial review is available/addressed.

(i) Annual distribution of headquarters staff (NETC, Chief of Naval Air Training, and Naval Personnel Development Command staff) E/S targets and controls. Headquarters E/S/FTE reductions based on mission priorities are distributed to sub-claimant headquarters staff and Division Directors (DDs).

b. TF Manpower Position Officer

(1) Promote, develop, maintain, and support a viable TF Manpower Management Program consistent with policy established in this instruction.

(2) Ensure that NETC headquarters staff management officials and supervisors are aware of issues or developments in the area of TF Manpower Management and position management and participate, as required, in staff deliberations and analyses when TF Manpower Management Position inputs are necessary.

(3) Maintain an administrative system of records that supports the TF Manpower Management Program for NETC headquarters.

(4) Provide the following technical support to the TFMU Board:

(a) Facilitate at TFMU Board meetings.

(b) Consolidate requests for resources and prepare briefing folders for each board member.

(c) Schedule board meetings quarterly on the last Tuesday of the quarter or as requested when resources dictate.

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(d) Prepare results of board meetings for N01 signature with copy to N00.

c. Comptroller

(1) Validate available funding, FTE, and ceiling to support DD/Special Assistant (SA) recommended civilian requirements.

(2) Validate available funding for recommended contractor requirements.

d. N01HR. Validate E/S availability for military essential requirements.

e. N83. Review new contractor requirements and statements of work (SOW) to ensure they are non-personal in nature and in compliance with Federal Acquisition Regulations (FAR). In doubtful cases, seek the opinion of Counsel (N00D).

f. N00R. Validate SELRES and ADSW requirements as meeting military essentiality requirements and verify funding availability for reserve support.

g. DDs/SAs

(1) Support a strong TF Manpower Management Program and ensure positions, billets, and contracted functions under their cognizance are accurately described and are structured in the most efficient and effective manner consistent with assigned mission, function, and tasks. Ensure subordinate managers and supervisors diligently analyze requirements for new and/or revised civilian positions or military billets.

(2) Certify that all documents for billet and position requirements and/or SOWs for contractor support are current, accurate, non-personal in nature, and in compliance with the FAR, including subpart 37.104. Further certify that the Acquisition Planning and Contracts Branch (N83) has conducted a review of the requested contractor requirement and the SOW.

(3) Whenever possible, promote career development and upward mobility opportunities through the restructure of vacant or new positions. All such positions should be evaluated to determine feasibility of filling positions at lower grade levels to allow for progressive advancement to full performance levels. (For example, instead of filling a GS-12 position at the GS-12 level, restructure the position so that it can be filled at the

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GS-9 level with promotion potential to GS-12.) Rationale for not restructuring positions at lower grade levels should be included with all requests to fill positions at full performance level.

(4) Submit to the TFMU Board only those requests for new or revised military billets or civilian positions or requests for contractor support that address the following:

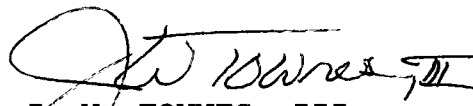
(a) Mission, Function, and Tasks Connection.

Resources requested should address requirements identifiable to directed mission, function, and tasks and documented in the current activity manpower document, or new requirements based on a change in mission or workload. Mission changes should be described and the source of any new duties or responsibilities prompting the request identified. Projected workload increases should be supported by industrial engineering or other justifiable techniques yielding accurate manpower requirements.

(b) Organizational Impact. The impact of the new position(s) to the organizational structure, if any, will be addressed. The proposing official will provide a draft description of proposed position(s)/military billet(s), an organizational chart showing the location of the proposed position(s)/military billet(s), and, as applicable, an advisory classification determination from the Human Resources Office. An SOW and an estimate of the annual cost of the contract will accompany requests for contract support.

(c) Military Essentiality. This should be addressed using the criteria contained in reference (a), if applicable.

(d) Impact of Non-Approval. In such cases where TFMU Board review is required per paragraph 5a(2)(g) above, the DD/SA will provide a description of the projected impact to the organization's mission if the request for resources is disapproved.


J. W. TOWNES, III
Vice Commander

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REQUEST FOR ADDITIONAL HUMAN RESOURCES

From:	Date:
To: Total Force Management Utilization Board	
Subj: REQUEST FOR CHANGE TO HUMAN RESOURCE ALLOCATION	
Ref: NETCSTAFFINST 5310.1	
Requested new or revised billet/position:	
This new or revised billet/position is required due to the following change in division mission and/or tasking:	
<p>Division/branch organizational structure has been reviewed and all billet/position descriptions accurately reflect current tasking. This new or increased workload cannot be distributed to other positions in the division.</p> <p>_____ Tasks are not inherently governmental and can be contracted.</p> <p>_____ Tasks are inherently governmental and can be performed by a civil service employee.</p> <p>_____ Tasks support requirement of military essentiality per OPNAVINST 1000.16J and must be performed by military personnel.</p>	
Attach the study that was conducted to determine the workload increase that yielded the accurate manpower requirement.	
Estimated cost if contracted:	
If function/task will be contracted, does the contract include any functions that are currently being performed by military or government employees?	
Impact if not approved:	
Signature:	
<p>N01CP2:</p> <p>PD is current: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, proposed PD has been classified: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Within current FTE: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N8 certification of funding obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	